

# Instructions

## Application

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### Page 1 - Identification, Contact Information, Certifications, and Signature

This page declares the LEA's intent to participate in the 2001-2002 K-3 Class Size Reduction Program.

**County Name, Applicant Name, County/District/School (CDS) Code:** In the spaces provided, please provide the name of the county in which the LEA is located, the name of the applicant school district, and the county and district code. A charter school applying independently must also enter its name and correct 7-digit school code. If a charter school applies independently, it should **not** be included in a district's application.



Please do *not* list charter schools if they are included in the district's application. If a charter school's name and school code are listed, CDE will assume that the application is for the charter school, *not* for the district. The Department of Education requests that the charter school inform the district if it is applying separately.

**Contact person, title, address, telephone, and fax number:** Please provide information about the person who is to be contacted by CDE for any questions related to this application (This is generally someone in the business office, *not* the Superintendent). Please enter the telephone extension if applicable.

**Certification:** Read each of the certifications in this section. In order to be eligible for this program, the LEA's superintendent or charter school's chief administrative officer (as authorized by the local governing board) must certify that the certification statements are true and accurate. ***Please do not submit any board resolutions or separate certifications to the California Department of Education.*** These items should be kept on file at the district or charter school for audit purposes.

**Signature:** The LEA's superintendent or charter school's chief administrative officer, as authorized by the local governing board, must sign this page in order to certify that the information contained in the application is true and correct and that all applicable state rules and regulations will be observed.

### Page 2 - Calculations

This page is for the district to calculate the estimated operations funding for 2001-2002 for the K-3 Class Size Reduction Program.

**County Name, Applicant Name, and County/District/School (CDS) Code:** Complete this section in the same manner as page 1 of the application.

**Calculation of Provisional Funding for 2001-2002:** This section is used to estimate the amount of Class Size Reduction Program funds to be allocated to the district. These calculations are for planning purposes only and to start the flow of funds. Final adjustments to the 2001-2002 allocations will be made based on actual enrollment data submitted as part of the J-7CSR process. *Education Code* Section 52122(b) describes the two funding options for the K-3 Class Size Reduction Program, and these are also defined in the glossary at the end of the 2001-2002 K-3 CSR Planning and Resource Guide.

**Use of CBEDS Data as a "Cap" in Column 3:** The law restricts enrollment claimed on the application to the lesser of the estimated actual enrollment in participating classes or the "...pupil enrollment, as of October of the previous calendar year..." [E.C. Section 52123(b)]. The legislative intent is that these

enrollment data be the data collected through the California Basic Educational Data System, otherwise known as CBEDS. The reason for requiring the use of CBEDS as a cap on the enrollment, even though the information will not be current, is to have a verifiable source of data to use in processing applications and to ensure that the amount of funds requested is reasonable.

For 2001-2002, the prior year CBEDS enrollment data were submitted as of Information Day on October 4, 2000, and summed from the individual School Information Forms at the appropriate grade levels. These data, summed to the district level, are to be considered a “cap” or “ceiling” in completing column 3 on this page of the application. If the estimated enrollment in participating grade levels is less than the CBEDS “cap,” enter the lesser number. The total number of participating pupils in column 3 (for Options One and Two, combined) should not be greater than the district’s total number of pupils for the appropriate grade level, as reported on the prior year CBEDS. **If the total enrollment for each grade level and option listed on the application is greater than the CBEDS enrollment for that grade level (“rolled up”), CDE will reduce the enrollment to the CBEDS amount.**

To calculate the enrollment “cap” for each grade level, the prior year CBEDS grade level enrollment data will need to be “rolled up” one grade level in order to represent the same group of students as closely as possible. This means that the “cap” for first grade enrollment on this application is the October 2000 kindergarten enrollment. The October 2000 CBEDS kindergarten enrollment is “rolled up” to first grade. Thus, the October 2000 first grade enrollment is the “cap” for 2001-2002 second grade, and the October 2000 second grade enrollment is the “cap” for 2001-2002 third grade funding. Use the October 2000 kindergarten enrollment as the “cap” for 2001-2002 kindergarten as well.

The CBEDS enrollment will be adjusted downward for purposes of determining a district’s enrollment cap when a charter school applies independent of its sponsoring district.

Please remember that funding apportioned pursuant to this application is provisional only, and that final funding will be based on the actual average enrollment in each class in 2001-2002 (as reported on the J-7CSR to be submitted by May 3, 2002).

If a district is uncertain of its 2000 CBEDS grade level enrollment totals, there are two sources for this information: 1) The CBEDS profiles mailed to each district’s CBEDS coordinator in Spring of 2001. Included was a report of school level and district wide enrollment by grade level; and 2) the file of 2000 kindergarten, first, and second grade CBEDS enrollments, by district, available on the Department’s web site at [www.cde.ca.gov/demographics](http://www.cde.ca.gov/demographics) (click on dataquest).

**Column 1:** Column 1 is printed with the option and grade level labels, including lines for subtotals and totals. Do not alter or enter any information in this column. Lines “a” through “e” are for reporting Option One participation and lines “f” through “j” are for reporting Option Two information. If the district will have classes in both Option One and Option Two, both sections should be completed, but if a district is planning to participate only in Option One, for example, lines “f” through “j” will be left blank.

Note also that if, for a single grade level (such as first grade), a district plans to have some classes in Option One and some classes in Option Two, then both lines “a” and “f” would be completed and the total of lines “a” and “f” would represent the total participation for grade 1.

**Column 2:** In column 2, record the number of classes that you estimate will participate. Record each class only once, and show it in the appropriate section and line depending on whether it’s an Option One or Option Two class and what grade level it is. It is neither necessary nor possible to use CBEDS data to derive this number. Special instructions for combination classes are at the bottom of this page.

**Column 3:** In column 3, record the estimated number of pupils who will participate in the class size

reduction program, by grade level and option, unless the total for any grade level exceeds the district's prior year CBEDS enrollment (rolled up) for that grade. If that is the case, the rolled up prior year CBEDS enrollment is a “cap” and must be used instead of the estimated actual enrollment. Please review the above instructions under the heading “Use of CBEDS Data as a “Cap” in Column 3” for an explanation of and direction about use of the CBEDS enrollments as a “cap.”

Many districts have increasing enrollment, and the “cap” created by use of prior year CBEDS enrollment data may result in under-reporting the number of pupils who will actually participate. In these cases, dividing the number of estimated classes by the number of “capped” pupils would result in some number less than 20, which is certainly permissible. The “provisional” apportionment will be made based on the number of pupils in the application, but the final apportionment will be made based on the actual number of classes and students participating, as reported on the district’s May 3, 2002 submission of the J-7CSR.

**Column 4:** Column 4 is printed with the 2001-2002 funding levels for each option, by grade level.

**Column 5:** In column 5, enter the estimated allocations by multiplying columns 3 and 4 for each line.

Remember that this application is only a vehicle to start the flow of funds and that, regardless of the number of students listed in column 3 of this application, final funding will be based on actual enrollment of students in eligible, participating classes averaging 20.44 or fewer pupils each.

**Combination Classes:** For combination classes participating in either option, count the class (column 2) only once and show it in the highest priority grade for which it has/will have one or more pupils. Count participating pupils (column 3) in the grade levels in which they actually are/will be, meaning that a single combination class may have pupils reported in more than one row in column 3.

For example, a K-1 combination would be recorded as one class in the grade 1 row. The grade 1 pupils would be counted in the grade 1 row and the kindergarten pupils would be counted in the kindergarten row, but the kindergarten pupils would be counted only if all grade 1 and 2 classes and pupils in the school were participating.

Notes
<ul style="list-style-type: none"><li>• Special Education “special day classes” are not eligible for the K-3 Class Size Reduction Program. Please do not include those classes in this application.</li><li>• It is extremely important that all computations made in rows "e," "j," and "k" and in columns 2, 3, and 5 be checked for accuracy. Errors could result in processing difficulties and could be costly to the district.</li><li>• It is possible that there could be entries in all 4 rows for both options if different schools implement the program using different options (or a combination of options) at all four grade levels.</li><li>• Do not alter the numbers in column 4.</li></ul>

## 2001-2002 Operations Application K-3 Class Size Reduction Program

County and District Code: Charter School Code:

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County: \_\_\_\_\_

District: \_\_\_\_\_

Charter School: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

### Certifications

As a condition for applying for and receiving Class Size Reduction Program funds (Chapter 6.10, commencing with Section 52120 of Part 28 of the *Education Code*), the Governing Board of the above named school district (or charter school) certifies that the following statements are true and accurate, as evidenced by a Board Resolution or an entry in the Board meeting minutes (please do *not* submit Resolution or Minutes to CDE):

1. The number of classes listed on this form under either Option One or Option Two in each eligible grade level is identified [52123(a)].
2. The pupil counts listed in Column 3 ("Number of enrolled pupils") on this form do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home-study program for the full regular school day. Pupil counts listed in column 3 are not greater than enrollment as of October of the previous calendar year [52123(b)].
3. A certificated teacher has been hired by the school district (charter school) and is providing direct instructional services to each class participating in the Class Size Reduction Program. There will not be more than an average of 20.44 pupils per such class. It is the intent of the school district that each such certificated teacher will provide direct instructional services to each pupil enrolled in the separate class to which the teacher is assigned. [52123(c)].
4. As part of its Class Size Reduction program, the school district (charter school) will provide a staff development program for any teacher who will participate for the first time in the Class Size Reduction Program and provide direct instructional services for reduced-size classes in this program as specified in certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils [52123(d), 52127].
5. The school district (charter school) will collect and maintain data required by the Superintendent of Public Instruction for evaluation of the Class Size Reduction Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent [52123(e)].
6. Priority for reducing class size is according to the following order at each school site:
  - If only one grade level is reduced, the grade level will be 1st grade.
  - If two grade levels are reduced, the grade levels will be 1st and 2nd grades.
  - If three or four grade levels are reduced, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
7. The CSR program has been implemented for 2001-2002.
8. The school district (charter school) will submit final enrollment counts on the J-7CSR form to the School Fiscal Services Division by May 3, 2002.

### Signature

To the best of my knowledge and belief, the information in this application is true and correct and is in compliance with the state law and administrative provisions of the California Department of Education. The Governing Board of the above named school district (or charter school) has authorized me to sign this application on its behalf.

\_\_\_\_\_  
Signature of District Superintendent or  
Charter School Chief Administrative Officer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## 2001-2002 Operations Application K-3 Class Size Reduction

Purpose: This page is to calculate the estimated funding for 2001-2002.

County and District Code:

Charter School Code:

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County: \_\_\_\_\_

District: \_\_\_\_\_

Charter School: \_\_\_\_\_

### Calculation of Provisional Funding for 2001-2002

These calculations are for planning purposes only, and to start the flow of funds. Final adjustments to the 2001-2002 allocations will be made based on actual enrollment data submitted as part of the J-7CSR process.

1		2	3	4	5
Grade		Number of Classes	Number of enrolled pupils*	2001-2002 funding level	Estimated allocation (col. 3 x col. 4)
<b>Option One</b>					
a	Grade 1			\$888	\$
b	Grade 2			\$888	\$
c	Grade 3			\$888	\$
d	Kindergarten			\$888	\$
e	Subtotal, Option 1			\$888	\$
<b>Option Two</b>					
f	Grade 1			\$444	\$
g	Grade 2			\$444	\$
h	Grade 3			\$444	\$
I	Kindergarten			\$444	\$
j	Subtotal, Option 2			\$444	\$
<b>Total</b>					
k	<b>Grand Total</b> Option 1 + Option 2				\$

\*For application purposes only, pupil enrollment may not be greater than October 2000 CBEDS data.  
See Instructions for additional information.